



Volunteer Tennessee

Job Description – Service-Learning and Contract Manager

7/17/17

Basic Function:

To advance service-learning in Tennessee through grants administration, training, and collaboration-building, and to provide systems support to Volunteer Tennessee in the area of contracting.

Philosophy of Position:

This position is designed for a seasoned professional who wants to be a change agent for service-learning.

Essential functions:

Service-Learning Management

1. Provide support to about 5 Service-Learning programs through regular communications with program staff, technical assistance plan development, invoice processing, and file management.
2. Monitor program performance through site visits and review of progress and financial reports.
3. Oversee annual grants application process to administer federal funding.
4. Organize service-learning training and technical assistance for service-learning practitioners.
5. Strategic visioning with board to build service and service-learning in Tennessee.

Contract Management

1. Develop and track Volunteer Tennessee contracts with programs and outside vendors.
2. Compile program information for Title VI and IX compliance reporting.
3. Coordinate semi-annual program attestations of compliance.
4. Conduct annual closeout of contracts.

Other Responsibilities

1. Assist with special projects as needed.

Work Requirements/Qualifications:

1. Graduation from an accredited college or university with a bachelor's degree and at least three years relevant experience.
2. Commitment to and understanding of field of service-learning. National or community service program experience preferred.
3. Understanding of principles of financial and program management and grants administration.
4. Ability to develop and maintain high-level professional coaching, monitoring and collaborative relationships and commitment to team work.
5. Ability to express oneself clearly and accurately, both orally and in writing.
6. Ability to problem-solve, prioritize and get things done calmly in a fast-moving environment.
7. Ability to prepare and maintain detailed, accurate records, reports, and files.
8. Computer competency (word processing, spreadsheets, database, etc.).

Work Environment

Non-smoking, active office in Nashville, TN; frequent interruptions, frequent telephone work. For more information on Volunteer Tennessee, see www.volunteertennessee.net. Position is state Executive Service employee with salary and benefits commensurate with experience. **First step in the position annual salary range is \$40,500.** Subject to federal funding availability.

To apply, send cover letter and resume to Volunteer.Tennessee@tn.gov by **August 18, 2017**.